



## Proofreading Process

### 1. Why is Proofreading necessary?

---

**Please note that Lowe's will not review or approve any artwork that has not been proofed by Lionbridge and received a Lionbridge code.**

Proofreading is an important step in the translation process in that it ensures that all translated text has been properly placed into the document. Proofreading is mandatory on every project and is conditional on receiving your Lionbridge code. There is a charge of \$55/hour for proofreading, which is included in every translation quote. Also note it is mandatory to submit your proofreading request within 3 weeks of Lionbridge having delivered to you their initial translation. Late proofreading submissions after the 3-week period has passed will result in additional charges.

*Desktop Publishing Projects Only:* If Lionbridge completes the translations as well as the Desktop Publishing (DTP), then there is no need for proofreading, since Lionbridge includes this service in their Desktop Publishing rates. Upon delivery of the DTP files, a Lionbridge code will be included.

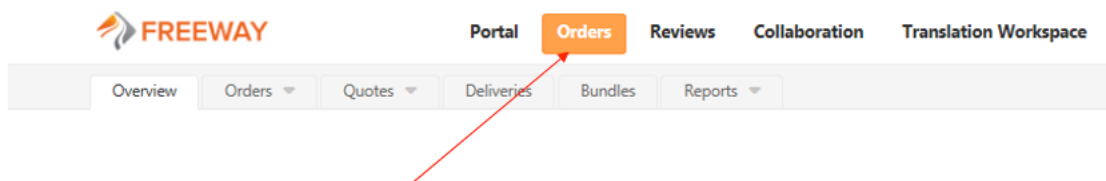
Below, please find instructions on how to submit your project for proofreading.

### 2. How to submit artwork for proofing?

---

Simply log onto your Freeway account.

- Click on **Orders**





- Click on **Create a new order**

The screenshot shows the FREEMWAY portal interface. At the top, there are navigation tabs: Portal, Orders (highlighted), Reviews, Collaboration, and Translation Workspace. Below this is a secondary navigation bar with tabs: Overview, Orders, Quotes, Deliveries, Bundles, and Reports. The main content area is titled 'Orders' and contains several cards:

- Active:** 6
- Draft:** 23
- Create a new Order:** A teal button with a folder icon and a plus sign, highlighted with a red arrow.
- Quotes:**
  - Ready:** 1
  - Pending:** 2
  - Request a Quote:** A teal button with a printer icon.
- Deliveries:**
  - Available:** 0
  - Upcoming:** 0
- Support:** Get Help (with a question mark icon)

- Select the **Proofing** Order type

The screenshot shows a dialog box titled 'Select an Order Type' with three columns of options:

Translation Only	Translation and DTP	Proofing
For supported file types where layout services are not required.	For supported file types where layout services are requested.	For Proofing Requests
<input type="button" value="Select"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>
<b>Includes:</b> <ul style="list-style-type: none"><li>✓ Professional Human Translation</li><li>✓ Translated files are returned without any layout (Desktop Publishing) services</li><li>✓ Project Management</li><li>✓ Any included graphics are not translated</li><li>✓ Limited file type support</li></ul>	<b>Includes:</b> <ul style="list-style-type: none"><li>✓ Limited file type support</li><li>✓ Any included graphics are not translated</li><li>✓ Post Translation Formatting (Desktop Publishing)</li><li>✓ Professional Human Translation</li><li>✓ Project Management</li></ul>	<b>Includes:</b> <ul style="list-style-type: none"><li>✓ Lionbridge will perform proofing on pdf of Artwork provided</li><li>✓ Supplier will make changes and deliver to Lowe's along with the LIOX Code</li></ul>

A red arrow points to the 'Proofing' column, and a red line is drawn across the bottom of the dialog box.



Give your request an **Order Name**. Please use the following naming scheme:  
Proofreading\_ [ Order Number of the original translation request]. Add **Instructions** (if needed), **End Date** and enter **Payment Information** as N/A. Add the required languages using the **Add More** button. If you need to remove a language, click on the X next to the selection.

All services for Proofing are pre-selected.

Select the appropriate **Analysis Codes** using the drop-down menus.

In the **Files** section, please submit files in the form of editable PDF. Lionbridge will annotate any changes necessary and return the PDF along with the Lionbridge Code via Freeway.

**Reminder:** It is mandatory to submit your proofreading request within 3 weeks of Lionbridge having delivered to you their initial translation. Late proofreading submissions after the 3-week period has passed will result in additional charges.

### **3. What to do once you receive with the Lionbridge Code?**

---

If you are submitting sidestacks or brochures for Store Environment review, please provide the Lionbridge Code in the corresponding field on the MCTC QA Submittal – Structure\_Graphic Form and send to [MCTCprojectrequests@lowes.com](mailto:MCTCprojectrequests@lowes.com).

If submitting for Instruction Manuals, please include the Lionbridge code when sending files to the LBX Inbox at [lowesbrandexchange@lowes.com](mailto:lowesbrandexchange@lowes.com)

*\*Please note that all changes annotated by Lionbridge must be made before submitting to MCTC or LBX.*